

UMBC C.A.R.E.S. Proposal and Process Checklist

___ 1. Contact UMBC C.A.R.E.S. Project Coordinator, Audrey Jewett, at jewett@umbc.edu for information, any questions, and Project Coordinator's signature on your application.

___ 2. Complete application (attached).

___ 3. Provide a copy of your criminal background disclosure to accompany the application.

___ 4. Verify your school's policy related to your proposed project (re: conversations with and photographs of PreK-12 students and adults in your classroom/school).

___ 5. Secure approval for your project from your PDS/Partnership school: Principal/Assistant Principal, Mentor Teacher.

___ 6. Research your issue.

___ 7. Develop a proposed budget for your project, and submit it with your application.

___ 8. Implement at least one activity from your project in your classroom/school.

___ 9. Create a document to summarize and share your project's findings, e.g., a 3-4 page paper; a power point presentation; a poster presentation; a videotape presentation. Be sure to include "lessons learned" from your project.

___ 10. Participate in a culminating activity to present the results of your project/implementation in May 2008.